FAMILY PORTAL LOGIN INFORMATION

Open a browser: Internet Explorer, Safari, Firefox, or other browser.
Type **x2dev.net/manchester** in the URL address line and hit enter.

https://www.x2dev.net/manchester/

Do NOT place www. in front of the address.
Enter your Login ID and Password and click Log On.

NOTE: **Usernames and Passwords are case sensitive.** If it has capital letters in it, you need to enter them as capital letters.
Same rules apply to lowercase letters. Example: NOW42daY needs to be typed in exactly that way. Now42day will not work.

Set up Security Preferences the first time you login. Enter your Primary email address, if not already there, and pick a Security question from the list given. Type in your answer, confirm your answer on the next line and click on Submit.

Once this has been done, if you forget your password for any reason, you don't have to rely on calling or emailing anyone, you can get an email sent to the address listed above in the Security preferences, with a temporary password, when you click on the "I Forgot My Password" link on the log on screen.

Pages Top Tab

Once logged in, you will see the following screen, this is your **PAGES** top tab. As we continue through this document, we will refer to buttons listed across the top as top tabs and buttons on the left hand side as side tabs.

You will notice at the top of the page is the school district name and the year we are in. Under that is your username. This is your welcome screen and this screen offers you a basic overview of your students. Here you will see **Announcements** from your schools or from the District Office. Below that, is the **Recent Activity** area. Here is where you will be able to see a list of all your children. To the right of this box, are checkboxes for **Attendance** and **Grades**. Depending on which boxes are checked, you will see the appropriate information for each student as a quick reference. You can also change how many days you want to see your recent activity for your children by selecting, from the dropdown menu in that box, **today, Last 7, 30 or 60 days**. Other tabs will give you more information that we will discuss later in this document.

Next to the Recent Activity box, you will see a **Calendar** to the right of this screen. This is strictly a calendar where you can move back and forth using the arrow keys from month to month. It does not link to anything.

Any wording in blue is a link. Click on it to go to that location. Since this is a web-based program, once you are have logged into the program, use the tabs or links to move around inside. Do not use your browser back arrow to return to previous screens, this may disconnect you from your login session and you will have to log back in to continue.

Family Top Tab   Click the Family Top Tab to see each of your children's names in the list. Notice you now have tabs to the side. These are called side tabs. Different from top tabs that involve all student data, side tabs show data for each student. The family tab will give you your child's information except for detailed class info which is located on the Academics top tab.

There are two ways to get your student's data. Clicking on a student name (again, all links are in blue), it will bring you to the student's first side tab which would be Details in this case.

The second way is a more direct approach. You will notice checkboxes to the left of each student name. If you want to go directly to a student's Daily Attendance, you can check the box next to the student and click the side tab of Daily Attendance.

In the first case above, if you want to get to the same place, you would click on the student name link, it will bring you to the Details side tab, and then you can click on the Daily Attendance side tab. Either way, you will get to the same location.

Details Side Tab
Use one of the methods above to get to the Detail side tab. Once on the **Details page**, you will see some demographic data on your child. You will notice you cannot change any data. If there are discrepancies, please contact your school to make the changes.

You will notice we have more tabs under the details side tab. We will refer to these as <u>sub top tabs</u>, by clicking on each of these, you can get more info about your student. **Demographics**, **Addresses**, and **Ethnicity**.

Contacts Side Tab

When selecting the **Side Tab** of **Contacts**, this lists all the contacts that have been entered for this child. Again, if there are any discrepancies, please contact your school to make the necessary changes.

If you select the number (link in blue) next to the name, it opens up more information about that contact person. See diagram below:

Daily Attendance Side Tab
The **Side Tab Daily Attendance** gives the attendance for the current school year. See diagram below: **Daily Attendance** is different from **Classroom Attendance**. Daily attendance if for the entire day. Again, selecting the link will give you a little more information about that day.

Details		0 of 3 selected	Current Year
Contacts	Absences: 2.0 (1.0 unexcused) Tardies: 1 (1 unexcused)		
Daily Attendance	Date	Code	Reason
Details	12/2/2010	A	ILLNESS
	11/15/2010	A-E	COLLEGE VISIT
Transcript	11/10/2010	T	

Attendance Codes are described as follows:

A or AU	Unexcused Absence
T	Unexcused Tardy
D	Unexcused Dismissed
OFTR	Used for Pre-K for days not scheduled to attend
AE	Excused Absence based on acceptable reasons
TE	Excused Tardy based on acceptable reasons
DE	Excused Dismissal based on acceptable reasons
FT	In attendance and on a Field Trip
SE	External Suspension
SI	Internal Suspension
TR	Truancy Issue

Acceptable Reasons for excused codes

Code	Description
504/IEP EXEMPT	504/IEP EXEMPTION
CHRONIC ILLNESS	CHRONIC ILLNESS
COLLEGE VISIT	COLLEGE VISIT
COURT/LEGAL	COURT/LEGAL
FAMILY ILLNESS	FAMILY ILLNESS
FUNERAL	FUNERAL
ILLNESS	ILLNESS
MEDICAL/DENTAL	MEDICAL/DENTAL
NURSE DISMISSAL	NURSE DISMISSAL
PRINCIPAL EXEMPTION	PRINCIPAL EXEMPTION
RELIGIOUS HOLIDAY	RELIGIOUS HOLIDAY
SUSPENSION	SUSPENSION

Transcript Side Tab

When selecting the **Side Tab** of **Transcript**, you will see the student's Quarter, Progress or Elementary Trimester Grades.

If you click the blue link for a class under the School Year column, you will see additional information such as Comments.

To the right of this screen, there is a grid icon. By selecting the icon, you can choose to see Quarter Grades, Progress Grades, or for elementary students, select Elementary Grades.

NOTE: While we are the only district in the state that is using Competencies, the software does not show this in the Family Portal as of yet. What this means to you is that the grades you see for your High School children will not be exactly the same as what the teacher has in their gradebook and what appears on the report cards. Aspen is developing this in their software so that everyone sees the same information. If you feel your child's grades are on the edge of a failing grade, it would be best to keep in touch with the teacher through email or by phone for accuracy of the true grade while this software is being developed.

Transcript side tab for elementary students

As an elementary student, you would see something all together different. The Manchester School District has Standards Based report cards for elementary students. When you look at this screen for an elementary student, you will select Elementary Grades from the drop down menu from the grid (as stated earlier) and see the following columns.

	School Year	Grade	Course Desc	T1Rubric	T1Comment	T2Rubric	T2Comment	T3Rubric	T3Comment
☐	2011	01	Citizenship and Social Skills	0.00	Lily is a very good student. She can stay on task ...				
☐	2011	01	Health	0.00					
☐	2011	01	Language Arts - Writing	0.00					

Notice there are no grades, just 0.00 in the T1 Rubric column. In order to see the grades, you must click on the school year of the course you want, as stated earlier, and you would see the following screen.

Grades and Comments

T1

1st Trimester Comment	Lily is a very good student.

1st Trimester Rubric

Listens attentively	4
Follows school rules	3
Follows classroom rules	4
Accountability for behavior	3

T2

If you click the blue link for a class under the School Year column, you will see additional information. Click again on the '+' sign to open the grades for that Trimester Rubric.

Use these charts below to determine the proper grade definitions. These are also listed on your report cards.

Primary grades: 1st, 2nd, 3rd use these progress indicators.

Intermediate grades: 4th, 5th use both the progress indicators along with this grading scale.

PROGRESS INDICATORS

4	Exceeds Expectations	Grasps, applies, and extends key concepts, processes, skills
3	Meets Expectations	Regularly demonstrates progress in concepts, processes,
2	Approaches	Working to grasp and apply concepts, processes, skills
1	Needs Improvement	Yet to demonstrate the ability to grasp and apply concepts,
N/A		Not assessed at this time
*		Modified Curriculum

GRADING SCALE

A	Demonstrates outstanding quality (93% -100%)
B	Demonstrates high quality (85% - 92%)
C	Demonstrates satisfactory quality (77% - 84%)
D	Limited progress noted (69% -76%)
	+ Higher two points of range
	- Lower two points of range
F	Needs improvement (Below 69%)
	* Modified Curriculum

Kindergarten and Readiness both use this scale.

PROGRESS INDICATORS

E	Exceeds Expectations
M	Meets Expectations
H	Having Difficulty
P	Progress Noted
N/A	Not assessed at this time
*	Modified Curriculum

Schedule Side Tab
Click the **Schedule** side tab to see your child's schedule. You will have two options of seeing your child's schedule, either a List View or a Matrix View. By clicking on this link, located under the child's name, it toggles back and forth from list to matrix. A matrix view is more of a visual look at each day in each period.

Elementary students will NOT see a Matrix view because they remain in the same classroom all day.

If you do not see anything in the matrix view, select the **Time** box for S 1 is Semester 1, Q 1 is Quarter 1 and so forth.

Documents Side Tab

Documents

By clicking on the Documents Side Tab, the Title of the button changes to Ed Plans. This displays any 504 plans your child has. NOTE: If you child has a 504 Plan, you can easily tell by the icon to right of your child's name.

Students :: 01 - Testcase, Lily 504

0 of 1 selected — All Records

Extended Dictionary > Name	Status	Effective Date	Review Date	Last Meeting	District Signed	Parent Signed
504 Plan	Active	12/2/2010	6/15/2011		11/29/2010	11/29/2010

Details
Contacts
Daily Attendance
Transcript
Schedule
Ed. Plans
Details
Meetings

Students :: 01 - Testcase, Lily :: 12/2/2010 - Active 504

Cancel   Standard 504 Form

Section 504 Accommodation Plan

Status	Active	Review date	6/15/2011
Effective date	12/2/2010	District signed date	11/29/2010
Last meeting date	2/15/2011	Parent signed date	11/29/2010

Summary of meeting to discuss student's disability and request accommodation(s):

Keeps running away during class.

Student's disability:

Disability code

No matching records

How does disability affect one or more of student's life activities in school?

Details
Contacts
Daily Attendance
Transcript
Schedule
Ed. Plans
Details
Meetings

Click on **504 Plan** to see more detail to the right. Click on **Meetings** to see more detail on scheduled meetings. Click on the **date** link below for more info about the meeting.

Students :: 01 - Testcase, Lily :: 12/2/2010 - Active 504

0 of 1 selected — All Records

Date	Time	Location	Details
2/15/2011	9:30 AM	Main Office	Need to discuss how Lily can use her words to expr...

Details
Contacts
Daily Attendance

Academics Top Tab The Academics top tab houses all your child's course, assignment, class attendance and grade information. You must select a student first from the dropdown menu and then you can view that student's classes. It will default to your first child in the list.

Click on the link **LocalClassCode** next to a class to get details of that class. As with the Family tab, clicking on a link will bring you to the first side tab which is again Details. You may check the box in front of the course number and then select any desired side tab to go directly to that tab.

On this screen, you can see an overview of each class with class attendance and average summaries for each category of the class. Remember, class attendance is only for this class. Daily attendance affects the whole day.

Assignment Side Tab
Click on the **Side Tab of Assignments** to see any assignments the teacher has provided for this class. You will also see when the assignment was assigned and its due date along with your child's score for each assignment. You can view assignments by category and/or grade term or list them all together by selecting from the dropdown boxes above the assignment list.

To view more information about a particular assignment, you can click on the link to the assignment.

To move to another assignment in the same list, you can select the 'VCR' buttons to move forward and backward in any screen that contains a list of items. You can also click on the magnifying glass to search for an assignment.

Attendance Side Tab
The **Attendance Side Tab** shows you the **Class Attendance**. If you remember, we discussed the difference previously where the class attendance is strictly for individual classes. Daily attendance is for the entire day. As with Daily Attendance, the codes are the same. See the list of codes to refer back to under daily attendance.

Date	Code	Reason	Comment
12/13/2010	A		
11/9/2010	A		
11/5/2010	T		Late to class
11/1/2010	D	COLLEGE VISIT	
10/29/2010	T		

Classes :: Testcase, Keisha - 0204-001 - ENGLISH 1

Details
Assignments
Attendance
  Details

0 of 5 selected

All Records

Calendar Top Tab. When clicking on the Calendar top tab, this will allow you to view your children's assignments in a calendar view. Unlike the calendar on the front page, this calendar can track your students assignments on a visual calendar by class, by student and by color if you so chose.

On the **Calendar side tab**, which is the default when you select the Calendar top tab, you will see a calendar where again you can change the month by selecting the forward or backward arrows on either side of the month. You can also select a specific date. If you select a date in the top right corner, you must click on **Set Date** afterward or it will not register as the selected date.

On this calendar, you will notice there are colored boxes and abbreviations. These should look familiar to you. These are the assignments your children have that are listed under the Academics section. If you select one of these assignments, it will give you the full name of the assignment along with the description.

This calendar is useful if you want to see all of your child's assignments visually and when they are due. This can allow you to monitor your child's work and help prepare them before the assignment is due. If you child has more trouble in one subject, you can assign a color to it so that it stands out when you look at the calendar. To do this, click on the **Preferences side tab.**

Select your child's name to see all their classes. If English 4 is a concern, click on the box for that course.

 Select a color and click Ok. That color will show all assignments for that course in all categories on the calendar.

If you want to narrow it down further, you can choose just one category in the course, for example you want all tests in red. On the same screen, click on the **All categories** link to select a category. Select the TESTS category and click Ok.

You can get quite creative if you have multiple children. To keep track of each child's assignments, you can choose a color for each child so you know which child's assignments are on the calendar just by the color you have chosen for them.

Logging off of Aspen

To exit the program, go to the upper right hand corner and select **Log Off**. Do not just close the browser. Make sure you log off the software properly by clicking on the log off button. Although you have a timeout period of 10 minute after inactivity, if you close the browser without logging off, another person on the same computer can open the browser and possibly still have a connection to your account.
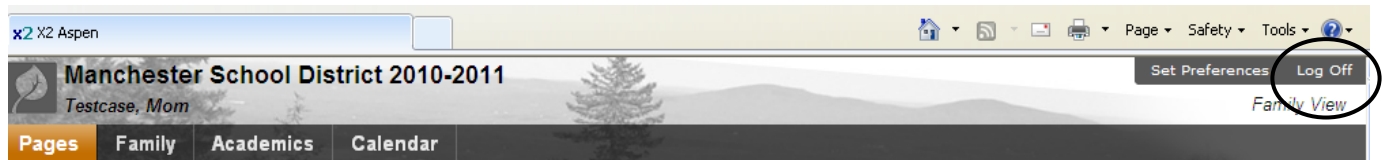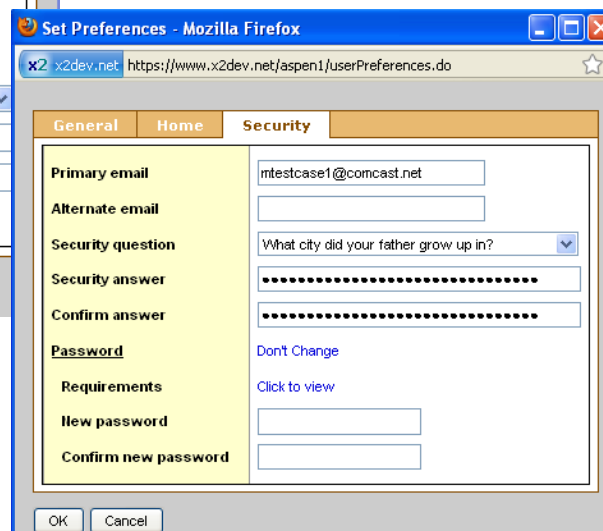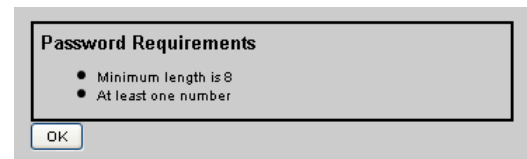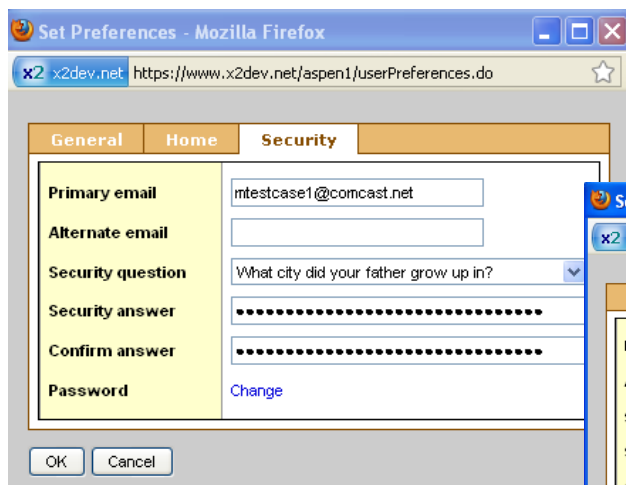
Changing your Password

You will be required to change your password after a certain amount of time. To do this, log into Aspen. Once logged on, click on the **Set Preferences** button in the top right hand corner near the Log Off button.
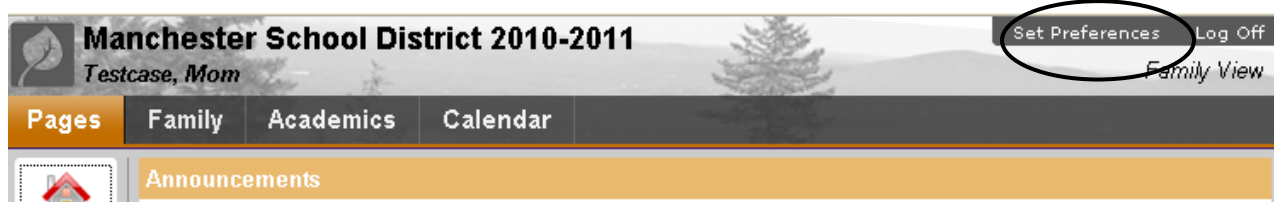
Click on the **Security** top tab of this window. At the bottom of this screen, the word '**Change**' is in blue next to Password. Click on the **'Change'** link to expand the window where you can change your password.

Make sure your new password falls under the requirements above so your change works the first time. You cannot change your password to a password you have used before until you have cycled through at least 3 passwords. Passwords are case sensitive so if you have used capital letters, be sure you continue to use them when you go to log in again. Enter your new password and confirm it again in the box following before you click Ok. The next time you use Aspen, you will need the new password. DO NOT save passwords on any computer. If you do, not only is this a security breach but when it comes time to change your password, you will not be able to until you remove passwords from your browser.